

Basics of Pages

Starting a document

- Choose a blank or a template

Pages Document Window

Format bar--top of document

- Font, style, size, text color

- Apply Bold, Italics, Underscore from tool bar or use Command-B, -I, or -U

- Alignment (left, center, right, justify)

- Line spacing, number of columns, bullets/numbering

Other tools--top of document window

- View--see different options available in document

- Sections--divide document to apply different formatting

- Text Box--insert text box and can treat it as an object

- Shapes--insert into document, treat as object

- Table--use for organizing data, lists, etc.

- Chart--make bar charts from pre-made spreadsheet

- Comment--insert comments for peer review

- Track changes--keep a list of changes made in the document

- Inspector--"toolbox" of items to affect your document

- Media--insert audio, photos, movies

- Colors--change color from color wheel, sliders, crayon box, etc.

- Fonts--opens font options window

Zoom--lower left-hand corner of window

- Click on arrows to select magnification level

- Like a certain size?

- Go to Pages, Preferences

- Choose General

- In the Default Zoom pop-up menu, choose the zoom level

The Inspector

First icon: Document Inspector

Page size, margins, footnote and endnote settings; table of contents; document information

Second icon: Layout Inspector

Set number of columns for document; define section information

Third icon: Wrap Inspector

Set parameters for objects in document

Fourth icon: Text Inspector

Change text color, alignment, spacing; specifics for indents, bullets, and numbering; define tabs; borders, background fills, pagination, etc.

Fifth icon: Graphic Inspector

Choose fill and other options for graphics in the document

Sixth icon: Metrics Inspector

Change position, define size information about graphics in the document

Seventh icon: Table Inspector

Click Table icon in toolbar to insert table
Define, format tables from Inspector

Eighth icon: Chart Inspector

Click Chart icon in toolbar to insert a chart, open Chart Data Editor
Define, format bar chart from Inspector

Ninth icon: Link Inspector

Create links of selected text; place bookmarks in document for easy navigation through the document; merge Address Book data into a Pages document

Last icon: QuickTime Inspector

Adjust media playback settings

Media Browser

Use the Media Browser to insert media into your documents

Audio: Access GarageBand or iTunes files

Click and drag placeholder of selection

Select placeholder

Go to Format, Advanced

Click on Define as Media Placeholder

Double-click placeholder to start audio file

Photos: Access iPhoto or PhotoBooth pictures

Click and drag selection to document

Resize using handles (corners)

Movies: Access iMovie or other movies (UnitedStreaming, ie)

Click and drag selection to document

Resize using handles

Double-click to start movie

Click once to stop movie